RITIK YADAV

Library Assistant

Jaipuria Institute of Management, Jaipur

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Jaipur, Rajasthan

ABOUT ME

Detail-oriented Library and Information Science professional with expertise in library automation, cataloging (MARC21), classification (DDC/UDC), and institutional repository management (DSpace/KOHA). Experienced in managing e-resources, technical processing, and research tools like Zotero, R Studio, and VOSviewer. Strong command over ILMS (KOHA), DSpace, and Shodhganga with a passion for open access initiatives.

CONTACT & IDENTITY

Full Name	Ritik Yadav
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EDUCATION

M.LIS (2023 - 2025)
Master of Library & Information Science
Central University of Haryana, Mahendergarh

B.A. (2019 - 2022)
Bachelor of Arts
Indira Gandhi University, Meerpur, Rewari

PROFESSIONAL EXPERIENCE

Library Assistant | Nov. 2025 - Current
Jaipuria Institute of Management, Jaipur
Academic library operations, Digital resource management & Research support

Senior Library Assistant | Aug 2025 – Nov 2025
Geeta University
Library services, Digital resources, and Academic support

Internship — Central Library | Jan 2025 – May 2025
IIT Delhi
Five-month internship covering digital library operations and research support

CERTIFICATIONS & ACHIEVEMENTS

UGC-NET Qualified (2025)
June 2025

IP Certification — WIPO (2025)
World Intellectual Property Organization

Best Paper Award (2025)
GNM College, Ambala Cantt, Haryana

DCA Certified (2022 - 2023)
Diploma in Computer Applications

Digital Initiatives – Created & Maintained

◆ **Created Institutional Repository** — Institutional Repository Jaipuria Jaipur

Developed a full-stack institutional repository web application for Jaipuria Institute of Management, Jaipur to manage and publish academic records, SIP files, PYQs, theses, faculty/student/staff publications, news, events, and institutional activities. Built admin-controlled upload, edit, delete, bulk CSV import, file/URL attachment, role-based access, search, and audit/version history features.

Technology Used:

- Frontend: React.js, Vite, CSS
- Backend: Node.js, Express.js
- Database: MongoDB with Mongoose
- Authentication: JWT-based login system
- File Uploads: Multer, local file storage, optional S3-compatible storage support
- Public Sharing: ngrok tunnel
- Deployment/Hosting: Local server/LAN access using Node.js backend
- Tools: VS Code, PowerShell, npm

TECHNICAL SKILLS

- Cataloguing — MARC21
- Classification — UDC & DDC
- ILMS KOHA (All Modules)
- Institutional Repository — DSPACE
- Metadata Creation & Correction
- Scopus & Web of Science
- MS Office Suite
- Python Programming (Basics)
- Zotero & VOSviewer
- QuillBot & R Studio
- Turnitin & Plagiarism X-Checker
- Digital Resource Management

WORKSHOPS & CONFERENCES

◆ **ILMS KOHA Training** — LNMIIT Jaipur (2025)

◆ **DSPACE Digital Repository Workshop** — eLibSol India & DRTC (2025)

◆ **International Workshop on Open Access Publishing** — Central Library, IIT Delhi × ORCID (2025)

◆ **46th Chapter of Focus on Open Science** — IIT Delhi × University College London × SKS Knowledge Services

PROFESSIONAL INTERESTS

- Knowledge Organization
- Digital Libraries
- Scholarly Communication
- Research Analytics
- Information Management
- Academic Library Services